



Republic of the Philippines

EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS

Ormoc City

EVSU ORMOC CAMPUS



MEMORANDUM

No. 64 s. 2024

TO : **SONNYMON A. SOBREVILLA**

Admin Aide I, Office of the Campus Director

FROM : Campus Director

DATE : 15 April 2024

SUBJECT : **Securing of complete procurement documents from BAC per project**

Please secure from the Office of the Bids and Awards Committee (BAC) all the procurement documents “from the very beginning of the procurement process to the end”. Sample of these procurement documents are “Invitation to Bid”, “PR”, “RFQ”, “PO”, “Notice of Award”, and the like. Please segregate these documents per procurement (or per project).

Once we have the complete documents per procurement, then that’s what we will post on our website (per project).

Please secure these documents for the fiscal year 2023 and 2024. We will secure documents for 2022 and beyond later.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY

Campus Director

Copy furnished:

- Dr. Mary Joy B. Baltonado, BAC Chair
- Prof. Dixie Jean V. Caresosa, BAC Secretariat
- Ms. Shaina Mae C. Ompad, Web Developer of EVSU Ormoc

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